



**Minutes of Council Meeting - 19<sup>th</sup> August 2014**  
**held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea 3023**

**1. Attendance**

**1.1. Present:**

**1.1.1. Committee of Management:** Mike Cohn (President), Kenn Boal (Vice President), Jim Clement (Secretary), John Blackler (temporary Treasurer & SEMCA Regional Director) ; Gwen Hamilton and Jim Saunders (Members).

**1.1.2. Regional Directors:** Brian Reither (Ballarat); Keith Latham (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Janet Richardson (MVCA); Penny Krstev (NDCA); Anne Quinn (NEDCA); Barb McKean (SWCA); Kate Patrick (WMCMA).

**1.1.3. Alternate Regional Directors:** Jean Deacon (EMCA);

**1.1.4. Observers:** Sandra Kastanaras (VCA Admin Officer)

**1.2. Apologies:** Wilma Freeman & Trish Watts (CoM); Brian Foley (Bayside)

**2. Opening:** The President opened the meeting at 11:00 a.m.

**3. Minutes of Previous Meeting:** The minutes of the previous meeting, held on 17<sup>th</sup> June 2014 were distributed on 21<sup>st</sup> June 2014, with an amendment distributed 29<sup>th</sup> July 2014, and have been posted to the VCA website. Resolved that the minutes, be accepted

**3.1. Business Arising from Minutes of Previous Meeting:**

Item 4.3.1 – The matter of use of GC Handicap Cards in social play has been referred to the ACA, which has issued guidance in a *Clips* newsletter. Secretary to distribute: **Action: Secretary.**

Item 4.3.2 – The Secretary replied to the Auditor's letter re his concerns after CoM consideration.

**4. Correspondence**

- 4.1. In -**
- 24 Jul 14 from Neville Pope (email) Resignation as Wimmera Regional Director
  - 28 Jul 14 from ACA re Scholarships
  - 28 Jul 14 from ACA – Notice of Special Council Meeting
  - 29 Jul 14 from Morwell CC – request for loan
  - 4 Aug 14 from Minister from Sport & recreation re VMA funding
  - 8 Aug 14 from Alexandra (Ararat) CC re lack of notices
  - Undated from Indochinese Elderly Refugees Assn Vic Inc - invitation to Ground Breaking Ceremony
  - 12 Aug 14 from SEMCA – appointment of new Alternate Regional Director
  - 15 Aug 14 from Wimmera CA (by email) re Coaching badges
  - 15 Aug 14 from Wimmera CA (by email) re Centenary Coach trips to VCC
- 4.2. Out –**
- 6 Jul 14 to Minister for Sport - invitation to Opening Day
  - 6 Jul 14 to Director, Community Sport & Rec - invitation to Opening Day
  - 6 Jul 14 to CEO, Vicsport - invitation to Opening Day
  - 6 Jul 14 to 15 former or current members - invitation to Opening Day
  - 16 Jul 14 to ACA Sec – Notice of Motion for Sep 14 ACA Council Meeting
  - 17 Jul 14 to NAB – closing #3 account
  - 1 Aug 14 to JB Were – change of signatories
  - 1 Aug 14 to BMR Financial Group – response to Auditor's concerns
  - 12 Aug 14 to Hon Tim Bull MHR, Mr Danny O'Brien MLC, Cr Mark Reeves (East Gippsland Shire) & Ms Susan George (SRV) – copies of August *Malletsports Victoria* re opening of Lakes Entrance CC.

Resolved that the correspondence be accepted

- 4.3. Business Arising from Correspondence:** There was discussion on the letter from Morwell CC requesting a loan from VCA to purchase a new mower. Lorraine Gutcher declared a conflict of interest, as she is President of Morwell CC. It was resolved that she could remain in the meeting but refrain from voting. After discussion, it was resolved that VCA does not make loans to clubs at this point in time. It was also resolved that the Secretary draft a policy on VCA Financial Assistance to clubs.

**Action: Secretary**

*(Secretarial Notes: Lorraine Gutcher abstained when the Morwell letter was voted upon.)*

## 5. Reports

- 5.1. Financial Report:** The Treasurer spoke to his report; attached at Annex A.

Resolved that the financial report be accepted.

- 5.2. CoM report:** minutes of 15<sup>th</sup> July 2014 meeting (distributed 16<sup>th</sup> July 2014)

### 5.3. Business Arising from Reports:

- 5.3.1. CoM:** Employment of Office Assistant – item 5.3 of CoM minutes refers (as does item 5.2 of 17<sup>th</sup> June 2014 Council minutes). Resolved that an administrative assistant be employed, with a budget provision of \$10,000 p.a.

- 5.3.2. First Aid Course:** Secretary advised that he had arranged a St John First Aid Course, including Defibrillator training, for 22<sup>nd</sup> Sep 14 at VCC.

- 5.3.3. Website:** Discussion of clubs updating website, especially tournaments. Council agreed to the addition of a “useful Information” Tab and resolved to express its appreciation to the Webmaster for his efforts in revitalising the site. **Action: Secretary & Webmaster**

## 6. General Business

### 6.1. VCA

- 6.1.1. Election of Treasurer:** The President advised of an approach by Ernst & Young to place their young professionals within Not for Profit. Croquet Victoria has replied, asking for one to be appointed as VCA Treasurer. We are still awaiting a reply. Helen Worlidge volunteered to speak to her contact at Ernst & Young and also asked whether Victoria University has been queried. Matter to be brought forward next meeting. **Action: Secretary**

- 6.1.2. Adoption of Budget 2014-15:** Discussion of budget and EMCA concerns (Annex C to Minutes of 17<sup>th</sup> June 2014 Council meeting). Resolved that the budget, as submitted, be accepted. Treasure to reply to EMCA concerns.

**Action: Treasurer**

- 6.1.3. Asset Maintenance & Replacement Forecast:** To be tabled at next meeting.

**Action: Treasurer**

### 6.1.4. Appointment of Officers & Sub Committees:

- 6.1.4.1. State Coordinator of Coaching:** Resolved that Adrian Masterman-Smith be re-appointed as State Coordinator of Coaching.

- 6.1.4.2. Marketing & Publicity Committee:** Resolved that Kate Patrick and Helen Worlidge be appointed to the Marketing & Publicity Committee and further pursue members to increase the committee.

- 6.1.4.3. Business Plan Working Group:** Kate Patrick & Secretary to draft the terms of reference for the working group and circulate to members for comment. **Action; K Patrick & Secretary**

- 6.1.5. Strategic Plan:** Kate Patrick volunteered to populate the Strategic Plan time-line and forward to CoM for its next meeting. She also commented on WMCMA thoughts on the Plan. **Action: K Patrick**

- 6.1.6. Policies:** Resolved that the draft Conflict of Interest Policy be amended to allow for provisions in other policies and the amended policy be adopted.

**6.1.7. Outstanding Action Items:** The list was reviewed and amended.

**6.1.8. VCA Centenary:** Vice President reported on the Season Opening Day and moved a vote of thanks to Sandra Kastanaras which was carried by acclamation. The President reported that the SEMCA visit to VCA went well.

**6.1.9. GC Interstate Shield:** Helen Worlidge wished all VCA GC players well in Adelaide.

## **6.2. ACA**

**6.2.1. ACA Strategic Plan Working Group:** President commented on ACA Strategic Plan Working Group which has produced its final draft. This was circulated to States with a short response time – CoM reviewed and answered. The final draft is to be tabled at the ACA Special Council Meeting in Adelaide on 15<sup>th</sup> September 2014.

**6.2.2. ACA Special Council Meeting – 15 Sep 14:** Agreed that VCA delegates to the ACA Council meetings on 15<sup>th</sup> September 2014 be Mike Cohn & Lorraine Gutcher.

**7. Next Meetings:** CoM - 23<sup>rd</sup> September 2014 at 11:00 am (deferred due to ACA Council Meeting in Adelaide, 15<sup>th</sup> September 2014)  
Council - 21<sup>st</sup> October 2014 at 11:00 am – Country Regional meeting during lunch.

**8. Close:** The President closed the meeting at 2:15 p.m.

**Annex: A Financial Report**

## **FINANCE REPORT**

### **VCA Accounts**

(1) The Balance Sheets and Profit and Loss statement to Budget for the 31st July 2014, are attached.

(2) The Bank Account balances as at July 31st are:

CBA	\$41,857
CBA On Line Saver	\$10,152
Bendigo Bank	\$19,048
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	\$71,057
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(3) The J.B. Were Investment Portfolio valuation as at 31st July 2014 totalled \$4,052,035, an increase of \$73,911.

John Blackler  
Treasurer

- Appendices:**
1. Profit & Loss Account as at 31<sup>st</sup> July 2014
  2. Balance Sheet as at 31<sup>st</sup> July 2014
  3. Balance Sheet JB Were as at 31<sup>st</sup> July 2014

**Appendix 1 to  
Annex A to  
Croquet Victoria Council Minutes  
19<sup>th</sup> August 2014**

Victorian Croquet Association Inc.		
April 2014 through July 2014		
	Selected Period	Budgeted
<b>INCOME</b>		
VCA AFFILIATIONS	\$73,381.32	\$81,350.00
ACA AFFILIATIONS/INSURANCE	\$55,054.07	\$71,200.00
MERCHANDISE/PENNANT	\$991.99	\$3,850.00
TOURNAMENTS	\$3,615.95	\$13,100.00
MSV	\$4,527.29	\$5,000.00
CATERING/BAR	\$11,007.29	\$35,000.00
PREMISES/COURTS/RENT	\$12,614.54	\$53,200.00
SRV DEP GRANTS	\$11,280.00	\$19,100.00
INTEREST BANK	\$152.10	\$1,000.00
<b>Total INCOME</b>	<b>\$172,624.55</b>	<b>\$282,800.00</b>
<b>EXPENSES</b>		
ACA AFFILIATIONS/INSURANCE	\$55,652.27	\$71,200.00
ADMINISTRATION VCA	\$2,938.08	\$22,920.00
COMMITTEES	\$375.77	\$2,900.00
MSV	\$1,501.58	\$4,800.00
COUNCIL/COM travel	\$1,511.02	\$5,200.00
SRV DEP GRANTS	\$0.00	\$19,300.00
TOURNAMENTS	\$1,789.99	\$14,550.00
VCA CENTENARY	\$1,970.67	\$25,000.00
MERCHANDISE/PENNANT	\$100.00	\$5,500.00
WAGES	\$36,290.50	\$122,409.00
VCC BUILDING	\$25,063.89	\$146,350.00
CATERING/BAR	\$4,440.64	\$10,000.00
VCC COURTS	\$11,522.82	\$55,255.00
STATE TEAMS G & A	\$0.00	\$9,000.00
CROQUET EQUIPMENT	\$0.00	\$1,000.00
<b>Total EXPENSES</b>	<b>\$143,157.23</b>	<b>\$515,384.00</b>
<b>Net Profit/(Loss)</b>	<b>\$29,467.32</b>	<b>(\$232,584.00)</b>

Appendix 2 to  
Annex A to  
Croquet Victoria Council Minutes  
19<sup>th</sup> August 2014

<b>Victorian Croquet Association Inc.</b>	
<b>Balance Sheet</b>	
<b>As of July 2014</b>	
<b>Assets</b>	
Current Assets	
<b>Bank Accounts</b>	
Bendigo	\$19,048.34
CBA	\$41,857.01
CBA Online Saver	\$10,151.94
Total Bank Accounts	\$71,057.29
<b>Total Current Assets</b>	<b>\$71,057.29</b>
Withholding Credits	
Accounts Receivable	\$94,824.50
Total Withholding Credits	\$94,824.50
Other Current Assets	
<b>Fixed Assets</b>	
Cairnlea - Land/Building	\$5,290,354.22
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment	\$134,249.77
Office Equipment	\$1,768.18
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$110,528.48)
Total Plant & Equipment	\$27,024.47
Total Fixed Assets	\$5,364,069.93
<b>Total Assets</b>	<b>\$5,529,951.72</b>
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	(\$29.87)
Total Current Liabilities	(\$29.87)
Tax Payable	
GST Collected	\$13,469.99
GST Paid	(\$5,683.64)
Payroll Liabilities	\$1,022.00
Superannuation Liabilities	\$625.49
Total Tax Payable	\$9,433.84
<b>Total Liabilities</b>	<b>\$9,403.97</b>
<b>Net Assets</b>	<b>\$5,520,547.75</b>
<b>Equity</b>	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	\$29,467.32
Portfolio JB Were	(\$3,899,356.00)
<b>Total Equity</b>	<b>\$5,520,547.75</b>

Appendix 3 to  
Annex A to  
Croquet Victoria Council Minutes  
19<sup>th</sup> August 2014

<b>VCA - Portfolio JBWere</b> <i>65 Nobel Banks Drive Cairnlea Vic 3023</i>	
<b>Balance Sheet</b> <i>As of July 2014</i>	
<b>Assets</b>	
Assets	
Portfolio JB Were	\$4,052,035.81
Total Assets	\$4,052,035.81
<b>Total Assets</b>	<b>\$4,052,035.81</b>
<b>Liabilities</b>	
<b>Net Assets</b>	
	<b>\$4,052,035.81</b>
Equity	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$159,775.73
Current Year Earnings	(\$7,095.92)
<b>Total Equity</b>	<b>\$4,052,035.81</b>